



My PAYSTUBS

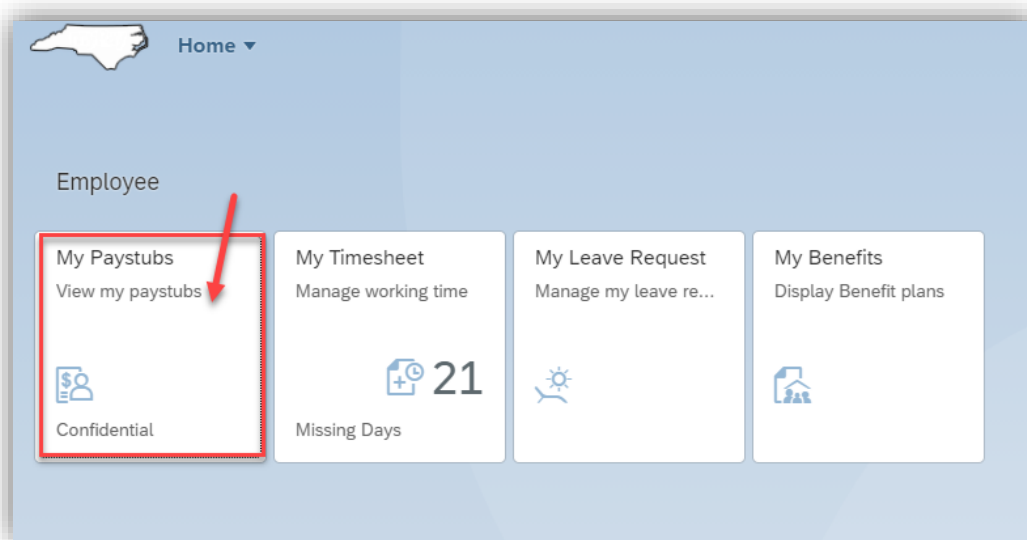
FIO-01 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori “My Paystub” application.

Steps for accessing “My Paystubs”

1. Once you have logged into Fiori- on the “Employee” tab, you will see “My Paystubs.”

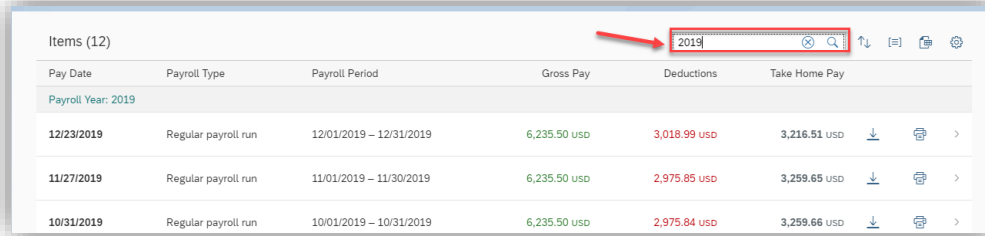


2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation feature**.

The screenshot shows the Fiori 'My Paystubs' application. At the top, there is a search bar labeled 'Search Paystubs' and a filter icon. Below this, the table displays a list of payroll items. The table has columns for 'Pay Date', 'Payroll Type', 'Payroll Period', 'Gross Pay', 'Deductions', and 'Take Home Pay'. The data is grouped by 'Payroll Year: 2021' and 'Payroll Year: 2020'. Each row includes a download icon, a trash icon, and a chevron icon.

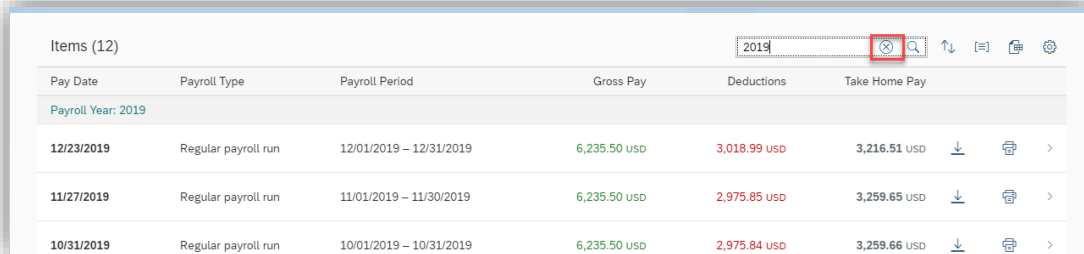
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2021					
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD
Payroll Year: 2020					
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD

3. To filter on a specific year of **“Pay Statement”** go to the **“search”** field and type in a year. For example, type **“2019”** in the search field.



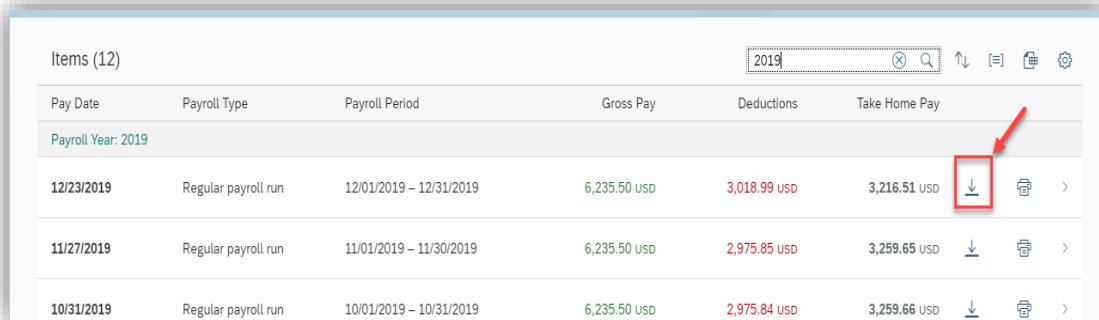
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2019					
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD

4. To go back to the full list **“Click the X.”**



Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2019					
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD

5. To download a specific pay statement, click the **“download”** arrow to the right. Then click the PDF to open.



Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2019					
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD

Items (156)


Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2021					
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD
Payroll Year: 2020					
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
08/31/2020	Regular payroll run	08/01/2020 – 08/31/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
07/31/2020	Regular payroll run	07/01/2020 – 07/31/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
06/30/2020	Regular payroll run	06/01/2020 – 06/30/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
05/29/2020	Regular payroll run	05/01/2020 – 05/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
04/30/2020	Regular payroll run	04/01/2020 – 04/30/2020	6,235.50 USD	3,003.45 USD	3,232.05 USD
03/31/2020	Regular payroll run	03/01/2020 – 03/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD


Paystub_202102.pdf

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		Pay Period: 02/01/2021 through 02/28/2021 Check Date: 02/26/2021		Name: Wilma S Muhanna Organisation: 1201-Insurance		Personnel No: 00000056	
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD	
Current: 9,842.42 -	1,901.49 -	1,863.27 =	6,077.66	# BVUP 80/20 PT	700.00	1,400.00	
YTD: 16,233.64 -	3,820.92 -	2,843.05 =	9,569.67	# BVUP 80/20 Pre Plan PT	475.00	475.00	
				BVUP 80/20 PrePlan Ref PT	700.00-	700.00-	
Earnings	Hours	Current	YTD	** Total Health Insurance	475.00	1,175.00	
Regular Salary		3,036.25	6,736.16	* 401k Savings Plan EE	425.00	850.00	
Vacation Leave	23.00	848.01	1,622.28	* 457 Savings Plan EE	150.00	300.00	
Paid Holiday	8.00	294.96	1,474.80	* Parking DCA PT	15.00	30.00	
Special Bonus FY19-20	60.00	2,312.20	2,943.60	# NC Flex Dental-PT	46.32	132.64	
** Total Base Pay		6,391.42	12,782.84	# NC Flex Vision PT	11.66	23.32	
Annual Longevity		3,451.00	3,451.00	# NC Flex Life Ins PT	25.40	50.80	
Imputed Income		25.40	50.80	# NC Flex Cancer PT	10.56	21.12	
** Total Other Pay		3,476.40	3,501.80	* TERS EE	590.55	974.04	
Total Earnings		9,867.82	16,284.64	SECU	132.00	264.00	
				** Total Other Deductions	1,426.49	2,645.92	
				Total Deductions	1,901.49	3,820.92	


- 8/16/21 North Carolina Office of the State Controller Page 4 of 11



Print

1 sheet of paper

Destination

 EPSON ET-3750 Series

Pages

All

Copies

1

Color

Black and white

More settings

Pay Period: 01/01/2021 through 01/31/2021				Name: WILDA E WILSON		Personal No: 0000254	
Check Date: 01/29/2021				Organization: 1201-Deureance			
Earnings	Deductions	Taxes		Net Pay	Deductions	Current	YTD
Current:	6,390.42 -	1,919.43 -	979.78 =	3,492.21	# RUP 80/20 PT	700.00	700.00
YTD:	6,390.42 -	1,919.43 -	979.78 =	3,492.21	** Total Health Insurance	700.00	700.00
Earnings	Hours	Current	YTD	* 401k Savings Plan EE 420.00 420.00 * 457 Savings Plan EE 150.00 150.00 * Parking DSA PT 15.00 15.00 * NC Flex Dental-PT 86.32 86.32 * NC Flex Vision-PT 15.00 15.00 * NC Flex Life Ins PT 25.40 25.40 * NC Flex Cancer PT 361.49 361.49 * TERM EE 122.00 122.00 ** Total Other Deductions 1,219.43 1,219.43			
Regular Salary		3,499.31	3,499.31				
Vacation Leave	21.00	774.27	774.27				
Paid Holiday	32.00	1,119.84	1,119.84				
Special Bonus FT19-20	20.00	700.40	700.40				
** Total Base Pay		6,390.42	6,390.42				
Imported Income		20.40	20.40				
** Total Other Pay		20.40	20.40				
Total Earnings		6,416.82	6,416.82				
				Total Deductions	1,919.43	1,919.43	

Tax Authority	Tax Type	Status	EMP ASSIGNS	Cur Tax	YTD Tax	Cur Tbl Earn	YTD Tbl Earn
Federal	Withholding	Married	01	354.31	354.31	4,629.39	4,629.39
Federal	Social Security			344.05	344.05	5,587.88	5,587.88
Federal	Medicare			81.02	81.02	5,587.88	5,587.88
North Carolina	Withholding	Married		198.00	198.00	4,629.39	4,629.39
Total Taxes				979.78	979.78		

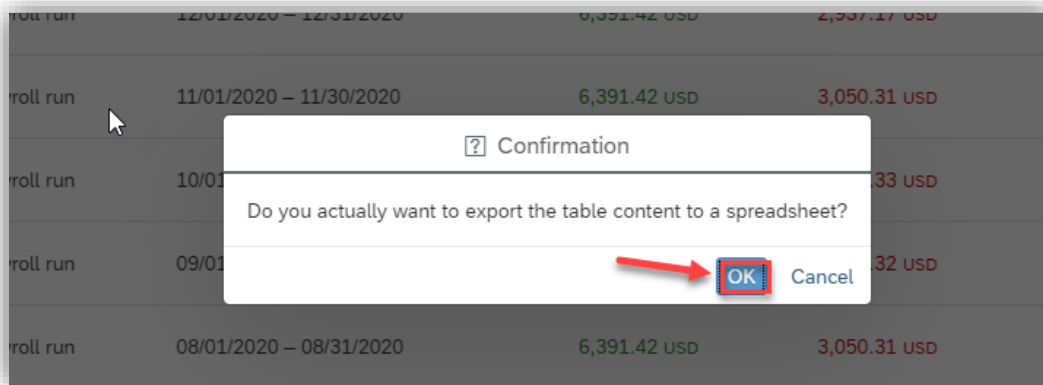
Payment	Account	Type	Amount
STATE EMPLOYERS CREDIT UNION	086035*	Checking	3,492.21

*** MESSAGES ***

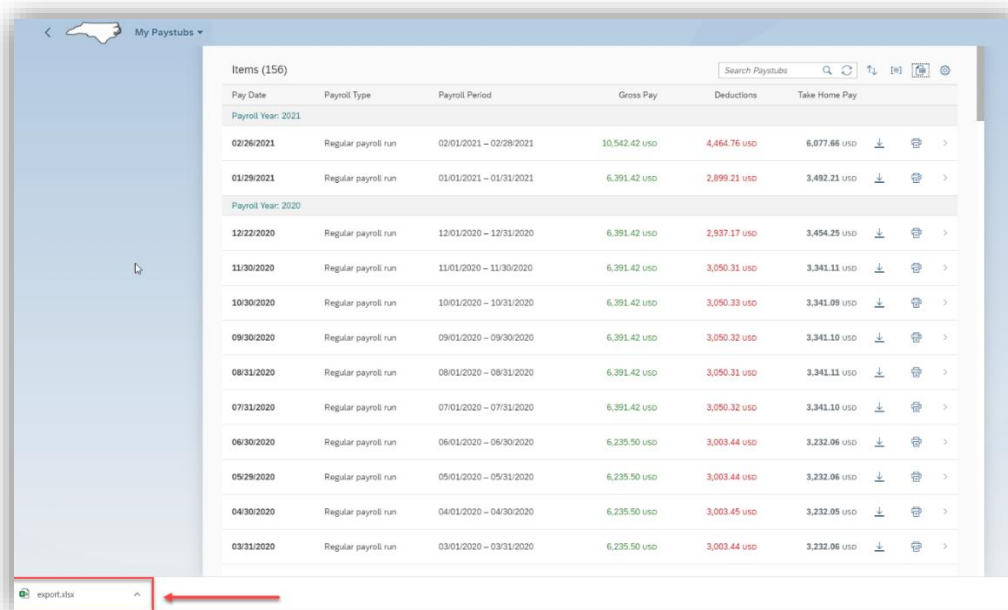
Deduction Codes: # - Pre-tax Deduction * - Tax Deferred Deduction

Print

Cancel



9. Click the .xlsx file in the downloads area of your browser and the Excel file (.xlsx) is displayed.



AutoSave ON export - Excel Search (Alt+Q)

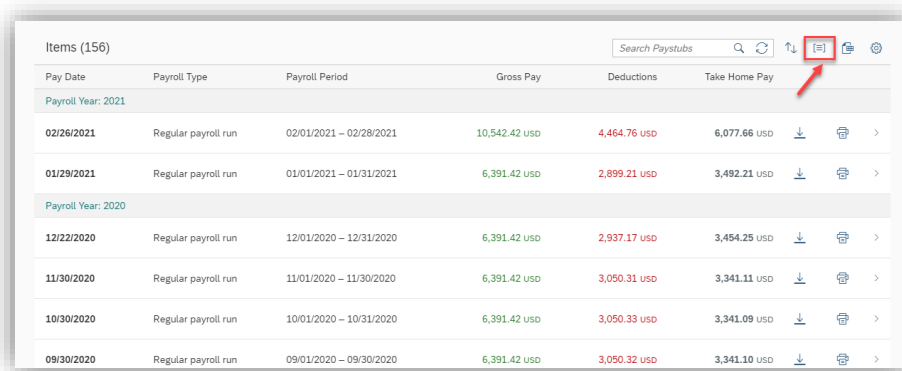
File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number

Pay Date

	A	B	C	D	E	F	G	H	I	J	K	L
	Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay						
1	2/26/2021	Regular payroll	02/01/2021 – 02/28/21	#####	4,464.76 USD	6,077.66 USD						
2	1/29/2021	Regular payroll	01/01/2021 – 01/31/21	#####	2,899.21 USD	3,492.21 USD						
3	12/22/2020	Regular payroll	12/01/2020 – 12/31/20	#####	2,937.17 USD	3,454.25 USD						
4	11/30/2020	Regular payroll	11/01/2020 – 11/30/20	#####	3,050.31 USD	3,341.11 USD						
5	10/30/2020	Regular payroll	10/01/2020 – 10/31/20	#####	3,050.33 USD	3,341.09 USD						
6	9/30/2020	Regular payroll	09/01/2020 – 09/30/20	#####	3,050.32 USD	3,341.10 USD						
7	8/31/2020	Regular payroll	08/01/2020 – 08/31/20	#####	3,050.31 USD	3,341.11 USD						
8	7/31/2020	Regular payroll	07/01/2020 – 07/31/20	#####	3,050.32 USD	3,341.10 USD						
9	6/30/2020	Regular payroll	06/01/2020 – 06/30/20	#####	3,003.44 USD	3,232.06 USD						
10	5/29/2020	Regular payroll	05/01/2020 – 05/31/20	#####	3,003.44 USD	3,232.06 USD						
11	4/30/2020	Regular payroll	04/01/2020 – 04/30/20	#####	3,003.45 USD	3,232.05 USD						
12	3/31/2020	Regular payroll	03/01/2020 – 03/31/20	#####	3,003.44 USD	3,232.06 USD						
13	2/28/2020	Regular payroll	02/01/2020 – 02/29/20	#####	4,011.83 USD	5,590.67 USD						
14	1/31/2020	Regular payroll	01/01/2020 – 01/31/20	#####	3,003.44 USD	3,232.06 USD						
15	12/23/2019	Regular payroll	12/01/2019 – 12/31/19	#####	3,018.99 USD	3,216.51 USD						
16	11/27/2019	Regular payroll	11/01/2019 – 11/30/19	#####	2,975.85 USD	3,259.65 USD						
17	10/31/2019	Regular payroll	10/01/2019 – 10/31/19	#####	2,975.84 USD	3,259.66 USD						
18	9/30/2019	Regular payroll	09/01/2019 – 09/30/19	#####	3,066.67 USD	3,472.99 USD						
19	8/30/2019	Regular payroll	08/01/2019 – 08/31/19	#####	2,929.92 USD	3,153.50 USD						
20	7/31/2019	Regular payroll	07/01/2019 – 07/31/19	#####	2,929.93 USD	3,153.49 USD						
21	6/28/2019	Regular payroll	06/01/2019 – 06/30/19	#####	2,929.93 USD	3,153.49 USD						
22	5/31/2019	Regular payroll	05/01/2019 – 05/31/19	#####	2,921.67 USD	3,161.75 USD						
23	4/30/2019	Regular payroll	04/01/2019 – 04/30/19	#####	2,921.69 USD	3,161.73 USD						
24	3/29/2019	Regular payroll	03/01/2019 – 03/31/19	#####	2,921.68 USD	3,161.74 USD						

10. To change the Group Order, click the “group” icon.

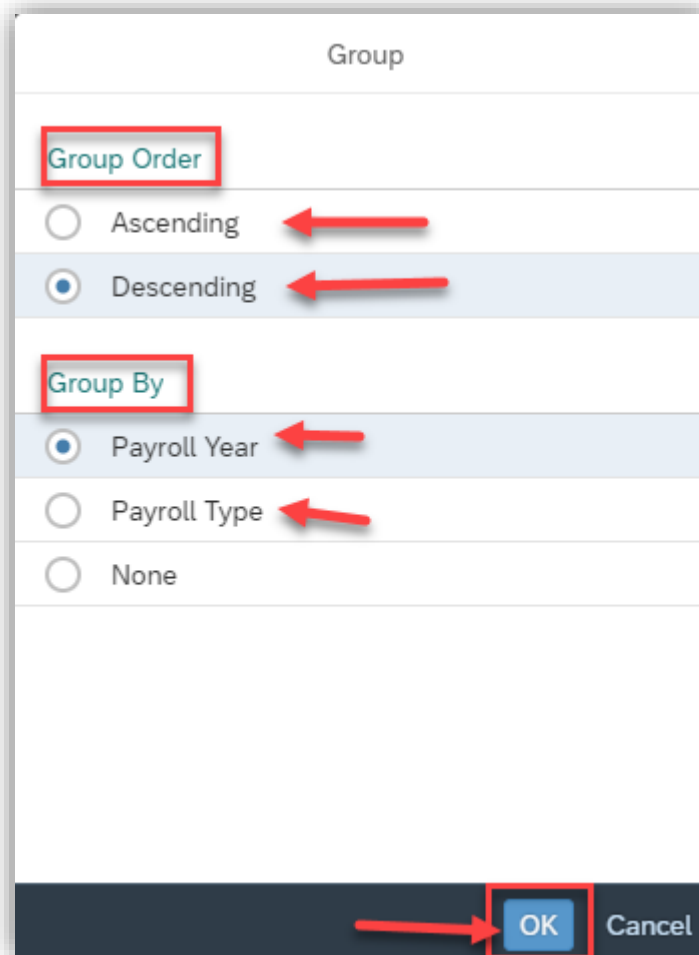


Items (156)

Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay	
Payroll Year: 2021						
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	>
Payroll Year: 2020						
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	>

11. Adjust the Group Order to “Ascending” or “Descending” or the Group by to **Payroll Year**, **Payroll Type** or **None** and click **OK**.



Group

Group Order

☐ Ascending

☒ Descending

Group By

☒ Payroll Year

☐ Payroll Type

☐ None

OK Cancel

12. Click the icon “Sort your Paystubs” to sort pay statements within the time frame.

Items (156)

Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay	
Payroll Year: 2021						
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓ ☰ >
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓ ☰ >
Payroll Year: 2020						
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓ ☰ >
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓ ☰ >
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓ ☰ >
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓ ☰ >

13. You can Sort by **Pay Date**, **Payroll Type** and several other options as well as “Ascending” or “Descending.”

Sort

Sort Order

☐ Ascending

☒ Descending

Sort By

☒ Pay Date

☐ Payroll Type

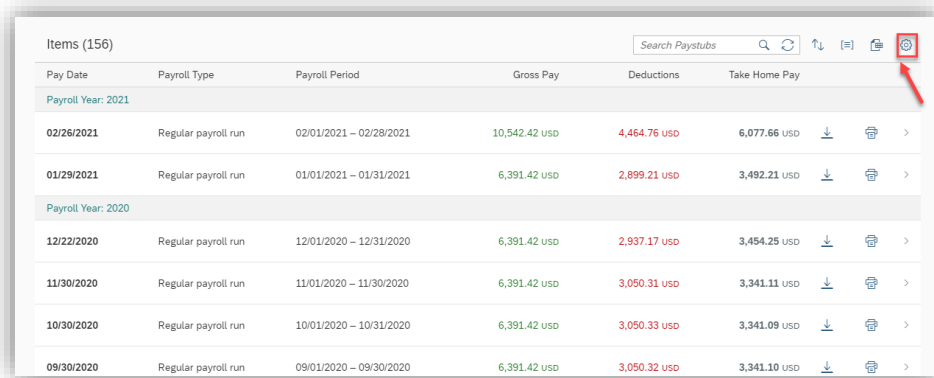
☐ Gross Pay

☐ Deductions

☐ Take Home Pay

OK Cancel

14. “Click the “Personalize the table appearance icon” to customize the data that is displayed.

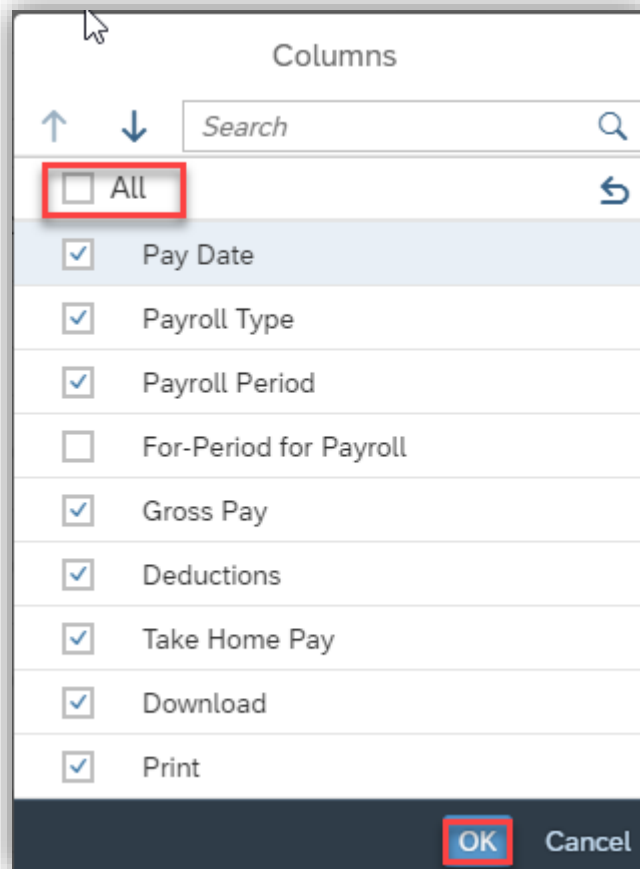


Items (156)

Search Paystubs

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay	
Payroll Year: 2021						
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	Download Print
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	Download Print
Payroll Year: 2020						
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	Download Print
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	Download Print
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	Download Print
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	Download Print

15. Click the various fields to select or de-select fields to display and click **OK**.



Columns

↑ ↓ Search

☒ All

☒ Pay Date

☒ Payroll Type

☒ Payroll Period

☐ For-Period for Payroll

☒ Gross Pay

☒ Deductions

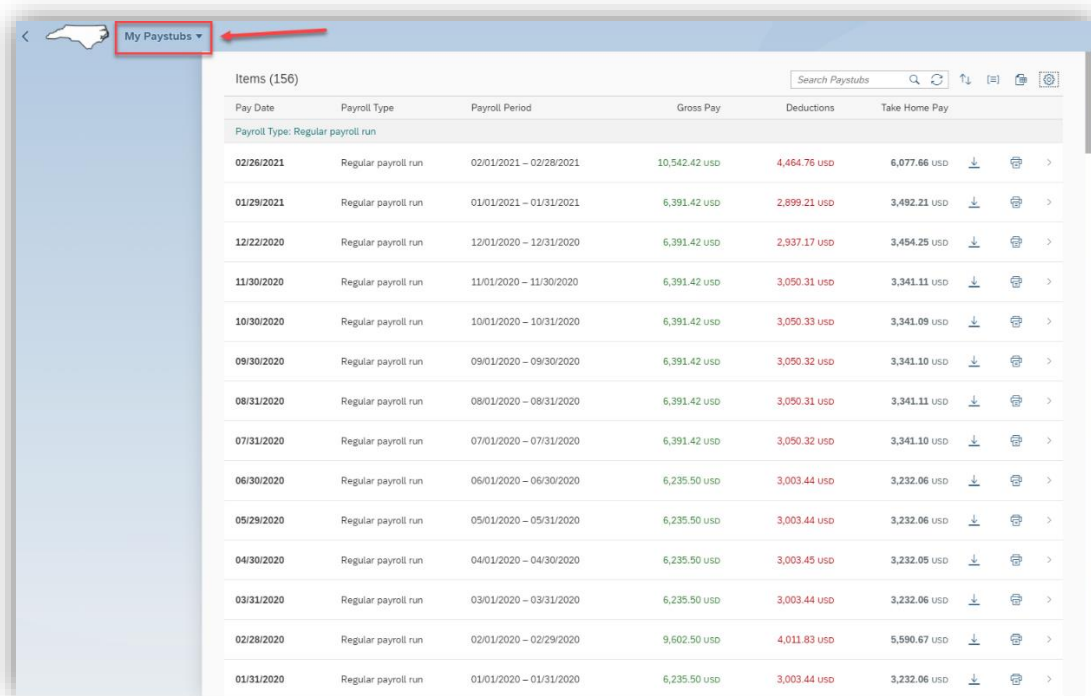
☒ Take Home Pay

☒ Download

☒ Print

OK Cancel

16. Click “My Paystubs” to return to the previous screen.



Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Type: Regular payroll run					
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
08/31/2020	Regular payroll run	08/01/2020 – 08/31/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
07/31/2020	Regular payroll run	07/01/2020 – 07/31/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
06/30/2020	Regular payroll run	06/01/2020 – 06/30/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
05/29/2020	Regular payroll run	05/01/2020 – 05/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
04/30/2020	Regular payroll run	04/01/2020 – 04/30/2020	6,235.50 USD	3,003.45 USD	3,232.05 USD
03/31/2020	Regular payroll run	03/01/2020 – 03/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
02/28/2020	Regular payroll run	02/01/2020 – 02/29/2020	9,602.50 USD	4,011.83 USD	5,590.67 USD
01/31/2020	Regular payroll run	01/01/2020 – 01/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD

- **Note:** The Pay Statement will not be available to view until pay day.

Change Record

- 8/16/21 – Initial BPP created – Mayuri Surati